

Town of Embden

Board of Selectmen's Meeting Guidelines

Welcome to our meeting! We appreciate visitors from the public and trust your attendance will be beneficial to all of us. We feel it is very important for interested persons to know about the functions of our Town Government and for us to be aware of what is important to the community. You are invited to participate in the meeting in accordance with the guidelines established herein by the Board.

BOARD MEMBERS

Charles Taylor - Selectman Chair

Wayne McLaughlin - Selectman

Elizabeth Pratt - Selectman

TOWN OFFICE PERSONNEL

Bonnie Baker- Town Clerk/Treasurer

Ruth Blake - Tax Collector

OFFICERS & DUTIES

Officers of the Board shall consist of a Chair to be chosen annually by and from the Board members unless otherwise provided by law. The Chair, shall preside at all Board meetings to maintain order and determine the course of proceedings. The Selectmen retain authority to rule on questions of evidence and procedure. Any action as may be necessary and not inconsistent with law to enable the Board to perform its duties and conduct its affairs shall be taken by vote of the Selectpersons present. In the absence of the Chair, the most tenured Selectman will assume the role as chair and shall have the same authority. The Town Clerk (or his/her designee) shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be public record except as otherwise provided by law.

BOARD MEETINGS

Regular meetings of the Board shall be held on the first and third Monday of each month starting at 7:00pm and running no later than 10:00pm, or as otherwise deemed necessary or required by law. Special meetings may be called at the discretion of the Chair, or upon the request of the majority of the Board, provided; however, that notice thereof shall be given to each member at least 24 hours in advance and that no business will be conducted other than as specified in said notice. Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law. No business may be conducted by the Board except at a duly called and noticed meeting and only with a quorum consisting of a majority of the Board being present.

STANDARD BOARD AGENDA

1. Opening of the meeting & determination of a quorum
2. Pledge of Allegiance
3. Minutes of the previous meeting& review of Town Warrant
4. Appointments & Resignations
5. Department Officials Reports

6. Old Business
7. New Business
8. Correspondence
9. Community Relations, Announcements, and Open Public Forum
10. Executive Session
11. Next Meeting Announcement and Adjournment

EXECUTIVE SESSION

In accordance with the Freedom of Access (“Right-to-Know”) law, Board meetings are held in public. The Board may go into private or executive session, upon vote of 2/3 of the members present and voting, for consideration of certain matters specified in law (e.g., personnel, acquisition of real property or economic development, labor negotiations, consultations with legal counsel, and discussion of confidential records).

PUBLIC PARTICIPATION AT BOARD MEETINGS

All regular and special meetings of the Board shall be open to the public and the media. Only those executive meetings where the Board discusses matters where private sessions are required or permitted by law, shall be closed to the public and the media. However, all decisions reached during such executive sessions require public action at a regular or special board meeting. Because the Board desires to hear the viewpoints of all its residents and non-residents, but also needs to conduct its business in an orderly and efficient manner, it may set a time limit on the length of this time period and/or a time limit for individual speakers. The Board Chair shall be responsible for recognizing all speakers (who shall properly identify themselves), in order to maintain proper order, and for adherence to any time limits set. (This means all questions must be directed through the Board Chair) The Board shall give due attention to comments, contributions, and inquiries from the audience, but shall not be expected to respond or take action immediately. If the Board’s action is indicated, the item may be included on the agenda for a future meeting. Use of profanity will not be tolerated. Board meetings can be adjourned at any time with a quorum vote of the Selectmen.

THANK YOU FOR YOUR COOPERATION!